

Section A: Getting Started

A1 Help (LOGIN, Naming Convention)

Some arts organizations publicize themselves using an operational (Doing Business As) name, which is different than their legal name as filed in incorporation papers with the federal and state governments. Other organizations have operating names that are different from the name of their parent organization, even though they use the parent organization's Federal Employee Identification Number (FEIN).

These differences have created issues with GCA's fiduciary agency, Office of Planning and Budget. To reduce these issues, please follow these rules when submitting all documents to GCA, including *e-Grant* and all Required Attachments, a Contractor's Request for Reimbursement (CRR), a SOS Revision or Change of Information Form, and the Final Report. Follow these naming conventions when registering in e-GRANT SYSTEM.

The login should be the legal name of the applicant organization for all grant types or the individual artist/artist group name for a roster or bank application.

For applicants using the nonprofit status of its parent organization, use the parent's name first, followed by the arts organization's name, as in: *Woodruff, Young Audiences*. Again, to save space, please use only the proper name or abbreviations, where appropriate.

Artists and Artists groups should use their legal name: last name first, then a comma, and then the first name, as in *Smith-Brown, Leslie*.

Artist Groups & Organizations with 'The' in their name should present the proper name first, then a comma, and then the article, as in: *James Singers, The*.

A2 Help (Password)

Eight characters are allowed in creation of your organization's password; use letters or numerals only. Please save your password in a safe place for future years' applications.

NOTE: Applicants will receive an email acknowledging confirmation of the registration.

A3 Help (Creating a new application)

From the drop down menu select *FY2011 GCA Grant Application* then click on the [Create New Application](#) button. A new window appears that provides some information about the Action Icons (see below). At the bottom of the screen the new application appears under the applicant's name with a unique Identification Number. Record that number to a safe location, for should the applicant make a second application to GCA for the same fiscal year, only the Identification Numbers will inform as which is which! Click on the [Edit](#) button to start entry into the application.



EMAIL: Use this button to email a question.



GUIDES: Use this button to view application guidelines.



VIEW: Use this button to view or print the application for your records.



EDIT: Use this button to view or edit your application forms.



DELETE: Use this button to delete the application. You cannot delete an application that has been submitted.

A4 Help (Editing an existing application)

Click on the [Edit](#) button to work on an incomplete application.